DEPARTMENT OF THE ARMY ER 25-1-100
U. S. Army Corps of Engineers
CECI-I Washington, DC 20314-1000

Regulation
No. 25-1-100 **XX** Aug 2000

Corporate Information Division
USACE DATA ADMINISTRATION PROGRAM

1. Purpose. This Engineer Regulation (ER) authorizes the establishment of policy for the U.S. Army Corps of Engineers (USACE) Data Administration Program and assigns functional responsibility for the operation and management of data administration. This includes addressing data administration objectives to plan, manage, and regulate data within USACE and how the USACE Data Administration Program directly supports the goal and objectives of the USACE Chief Information Officer.

By implementing a rigorous data administration program, USACE will enhance its mission performance through the effective, efficient, and economic use of data. As standard data elements are consistently defined and implemented, the data administration program will promote interoperability and integration across USACE Automated Information Systems (AIS). This policy will facilitate information technology planning and implementation, information exchange, allow customers and suppliers to transform to standards, translate or research the meaning of differently defined or named but otherwise identical data elements and reduce the cost and time required by USACE employees.

2. Applicability. This regulation applies to all HQUSACE/Office of the Chief of Engineers (OCE) elements, Major Subordinate Commands (MSC), Districts, Laboratories, and Field Operating Activities (FOA).

3. References**.** See Appendix A.

4. Glossary of Terms and Definition. See Appendix B.

5. Responsibilities.

a. **USACE Chief Information Officer (CIO).** The USACE Chief Information Officer (CIO) shall appoint the Command Data Administrator (CDA) and Command Database Administrator (CDBA) to oversee the data administration program implementation, and development of the USACE

Data Architecture and the Command Data Model (CDM). The D/IM will implement and manage the USACE Data Administration Program in accordance with the policies and practices set forth in this regulation. As the executive secretary to the Information Resources Management Steering Committee (IRMSC), the D/IM also sponsors data administration issues requiring Command resolution.

b. **HQUSACE Directors and Chiefs of Separate Offices.** In their role as Functional Proponents (FP) for Command-wide systems, Directors/Chiefs are responsible for implementing the USACE Data Administration Program within their Automated Information System (AIS) life cycle management responsibilities. The FP will designate both a data administrator and data steward within their area of responsibility who will serve as the key points of contact in implementation of data administration policies and practices. The data administrator coordinates data administration activities with the data steward. Directors/Chiefs will also appoint the appropriate staff for Data Architecture Control Committee (DACC) membership and/or chairmanship and ensure that the appointment of an Information Systems Security Officer (ISSO) will be responsible for data security as specified in AR 380-19, "Information Systems Security."

c. **Directors/Chiefs of Information Management (DIM/CIM) of MSC, Districts, Laboratories and FOA.** The DIM/CIM senior Information Management official at the Division or District levels of operations, who are directly responsible for oversight of the USACE Information Mission Area(s), will implement and execute the USACE Data Administration Program within their organization.

d. **USACE Information Resources Management Working Committee (IRMWC).** The IRMWC will serve as the oversight group for the Data Administration Program, Command Data Administrator and Command Database Administrator. The IRMWC will also inform the Information Resources Management Steering Committee (IRMSC) of data administration initiatives that impact the mission and vision of USACE.

e. **Cross Functional Assessment Team (CFAT).** The CFAT will ensure that functional proponents develop, maintain, and facilitate the implementation of sound and integrated information technology architecture. The CFAT will also enforce the development and maintenance of corporate AISs, as embodied in the CDM, including cross-functional processes, data integration, and life cycle management of data.

f. **Command Data Administrator (CDA).** As specified in "The Army Information Resources Management Program," AR 25-1, and "Department of Defense Data Administrative Directive" DODD 8320.1, the CDA will:

(1) Plan, oversee, and enforce policies and procedures governing USACE Data Administration. This includes coordinating and managing USACE-wide standards, guidelines, and procedures pertaining to DoD data administration activities. The CDA is also responsible for

data integration activities, impact analysis, model correctness checks, and three-schema correlations.

(2) Manage and advocate the use and maintenance of the CDM USACE-wide. This function supports and promotes IDEF0 and IDEF1X modeling, model development based on the USACE CDM, and ensures data structures are up-to-date based on interaction with functional area proponents, as captured in the USACE Data Encyclopedia.

(3) Establish, enforce and manage data standards and naming conventions. Based on USACE, Department of Army (DA) and DoD Data Standardization procedures, the CDA interfaces with functional area proponents and system developers to ensure that "standard" USACE data is used as a baseline for systems development efforts. This function includes ensuring the use of standard prime words, class words, and proper definitions as they relate to accomplishing the USACE business mission.

(4) Enforce the use of USACE data administration procedures, tools, and methodologies as outlined in Appendix F. Assists functional proponents in using the CDM and Data Encyclopedia to identify critical success factors for a successful systems development project.

(5) Coordinate issues and actions with USACE Command Database Administrator (CDBA). As conceptual models are developed, the CDA interact with the CDBA in developing logical and/or physical models. This function includes promoting data sharing and integration, ensuring that data integrity is maintained, and validating the accuracy of system designs and development in accordance with functional area business models and the Life Cycle Management of Information Systems (LCMIS) guidelines.

(6) Coordinate proposed changes to data objects received from Headquarters (HQ) functional proponents. The CDA serves as the liaison between functional proponents and system developers. As new data objects and/or overlapping data objects are identified, the CDA facilitates the process of presenting proposals and recommendations to the functional proponents for approval and resolution. As solutions are reached, the CDA ensures updates are documented in the CDM as required. The CDA also ensures that formal documentation and approval procedures for all changes to data objects, metadata, and data definitions are enforced.

g. **Command Database Administrator (CDBA).** The CDBA will establish the definition, organization, protection, control and efficiency of the shared physical database structure, ensuring data is defined and organized to support multiple users. The CDBA will also establish guidelines for division, district and application DBAs IAW Appendix D. The CDBA coordinates with the CDA and other DBAs. The CDBA must ensure that principles of the Command and Control-Protect (C2-Protect) Strategy and Risk management are employed to identify and manage the risks in order to protect information in the AIS.

h. **Systems Developers/Operations Managers.** System Developers/Operations Managers will ensure compliance to the Data Administration policy upon developing, implementing, and managing AISs. The designated command, agent, or office is assigned mission area responsibility for all AISs under technical development, acquisition, modification, and/or maintenance to coordinate with the assigned data administrator within their business area.

i. **Information Systems Security Officer (ISSO).** The ISSO will ensure the protection of data from unauthorized (accidental or intentional) modification, destruction or disclosure. The ISSO will immediately report any attempt to gain unauthorized access to information. The ISSO will implement measures to ensure data confidentiality, data integrity, and data availability.

6. General Concept.

a. The USACE Data Administration Program establishes the necessary framework for identifying, organizing, and managing USACE data to support the development and implementation of information systems which are inter-operable within and among the tactical, strategic and sustaining base environments. The USACE Data Administration Program supports the goals and objectives of the USACE Chief Information Officer (CIO), implements the information standards portion of the Joint Technical Architecture (JTA)-Army, and is a component of the DoD Data Administration Program. Data and information are corporate resources that foster sharing of knowledge, enabling full interoperability and integration across USACE activities, and increasing customer satisfaction.

b. The USACE Data Administration Program focuses on managing information requirements from data modeling down to the data element level of detail. It requires the active involvement of both functional experts and materiel developers. The program assists USACE in understanding the information requirements, maintenance of corporate data, and how data is used. The program includes strategic data planning, data element standardization, data security, and database development and maintenance.

c. The goals of the USACE Data Administration Program are to facilitate internal, joint, and combined interoperability through standardization and use of common data, to improve data quality and accuracy, and to minimize the cost of data production and data maintenance according to USACE, DA, and DoD regulatory authority.

d. USACE data administration at all organizational levels will be implemented to enhance mission performance through the effective, economic acquisition and use of data.

e. USACE data administration will be implemented to support and facilitate knowledge management yielding positive insight, direction, and intelligence USACE-wide in accordance with USACE Knowledge Management Strategic Plan.

f. The USACE Data Administration Program establishes and enforces USACE's data architecture designed to eliminate data inconsistency and promote USACE's Common Operating Environment (COE).

Policy. It is USACE policy to:

a. Execute data administration functions IAW, the provisions of this regulation, and comply with DoD Directive 8320.1 "Data Administration" requirements.

b. Appoint Data Administrators at Major Subordinate Commands (MSC), Districts, Laboratories, and Field Operating Activities (FOA) to implement data administration practices.

c. Define the data architecture, infrastructure, and methodologies required to broadcast, realign, manage, and evaluate data, thus, influencing the dissemination of information.

d. Represent USACE interests and adjudicate conflicts at other affiliated data administration organizations as issues occur.

e. Enforce the use of accurate and up-to-date data, while ensuring data availability to all USACE elements is consistent to achieve the mission and objectives of USACE.

f. Model, integrate, standardize and approve data elements to meet the requirements for data sharing and interoperability among AISs throughout USACE as outlined in Appendix E, Command Data Model (CDM). The USACE CDM will be used by all components as the basis for model development, data standardization, and data integration.

g. Implement the Data Administration Program to manage data in accordance with the policy set forth in Appendix F, USACE Life-Cycle Management of Data.

h. Standardize data elements throughout USACE in a manner consistent with requirements for sharing data among USACE, DA, and DoD. Identify potential data for re-use to fulfill business and systems initiatives to facilitate data sharing.

i. Use standard USACE data names and definitions for all AISs and others, to include those that are interfaced and/or integrated.

j. Enforce coordination of applicable standards for information management, configuration management, records management, database management, information processing and telecommunications in accordance with DoD Data Administration Procedures, DoD 8320.1-M.

k. Perform data integration to eliminate data redundancies and identify data objects for USACE, DA, and DoD standardization.

l. Ensure the implementation of logical design for information systems development is based on the conceptual USACE enterprise model.

m. Ensure that USACE business processes are leveraged through the integration and sharing among disparate information structures.

n. Provide technical support to business reengineering efforts; enabling functional proponents to streamline USACE business processes and standardize processes and data requirements through collaborative work environments.

8. Appendices**:** See Appendices (A) through (F).

FOR THE COMMANDER:

6 Appendices
App A - References
App B - Terms and Definitions
App C - USACE Data Administration Program Mission and Vision
App D - Database Administration
App E - Command Data Model
App F - USACE Life Cycle Management of Data

TO BE DETERMINED
Major General, USA
Deputy Commander